



INFORMATION FOR IMMIGRANT VISA APPLICANTS

Immigrant Visa Section, American Consulate, Mumbai

Website: <http://Mumbai.usconsulate.gov/>

You have received a letter scheduling an appointment for you to come to the American Consulate, Mumbai and formally apply for an immigrant visa. All members of your family immigrating with you must appear with you for the appointment. Each person immigrating, regardless of age, requires a separate visa. If you cannot keep your visa appointment, please notify this office by Email: mumbaiiv@state.gov . **If you cannot keep your scheduled visa appointment, you will experience a lengthy delay before another appointment can be granted.**

BEFORE COMING FOR YOUR VISA INTERVIEW THE FOLLOWING DOCUMENTS SHOULD BE PRESENTED AT YOUR NEAREST VFS OFFICE (A LIST OF OFFICES IS ENCLOSED). VFS WILL GIVE YOU A RECEIPT FOR ALL DOCUMENTS LEFT WITH IT. AT THE TIME YOU PRESENT YOUR DOCUMENTS YOU MUST ALSO PAY A COURIER FEE .

ALL DOCUMENTS MUST BE PRESENTED AT YOUR NEAREST VFS OFFICE (SEE ATTACHED SHEET) FOUR WORKING DAYS PRIOR TO YOUR INTERVIEW DATE. FAILURE TO SUBMIT YOUR DOCUMENTS PRIOR TO YOUR APPOINTMENT MAY RESULT IN CANCELLATION OF YOUR INTERVIEW DATE.

Exception: Applicants submitting documents to VFS Kolkata should do so SEVEN WORKING DAYS PRIOR TO THE INTERVIEW DATE.

You need to bring in your original passports, your VFS fee receipt and your original appointment letter at the time of your visa interview at the American Consulate, Mumbai, India.

NO ASSURANCE THAT VISA WILL BE ISSUED: No assurance can be given in advance that a visa will be issued on the day of interview. A consular officer can make a decision only after your visa application and all documents are reviewed, and you have been personally interviewed. You are advised not to make any travel arrangements, and not to dispose of your property or give up your job until the visa has been issued. If your visa application is refused, you will be given a refusal sheet that will indicate the basis for your refusal. If applicable, it will tell you what actions you could take to overcome the refusal. The visas are affixed inside each passport and the applicant is given a sealed envelope which should be hand carried, **UNOPENED**, to the United States and submitted to the immigration inspector at the U.S. port-of-entry. **If the sealed envelope is opened prior to arrival in the United States, the immigrant visa fee of \$400 must be paid again at the American Consulate, Mumbai and new sealed envelope will be handed over to the applicant.**

VISA VALIDITY: An immigrant visa is valid for a maximum period of six months from the date of issuance. You must travel and apply for admission to the United States within that six-month period. A visa may not be transferred from one person to another, or used by any person other than the one to whom issued.

ABANDONED APPLICATIONS: Section 203(e) of the Immigration and Nationality Act requires that an intending immigrant pursue his/her visa application within one year from the date he/she is informed that it is possible to do so. If you fail to do so within one year from the date of your interview, your application and any visa petition approved for you will be canceled.

AGE 21 NOTICE: If you or any other members of your family planning to immigrate is turning 21 years of age within the next three months, this may change your or family member's visa status. Under U.S. immigration law you may be considered an adult rather than a child. Please consult with the Consular Section if this will be an issue in your family's immigrant visa applications.

SECURITY REGULATIONS at The American Consulate, Mumbai do not permit the following items to be carried into the Consulate:

- All battery operated or electronic gadgets such as mobile phones, digital diaries, pagers, cameras, audio/video cassettes, MP3's, floppies, lap tops, palm tops or portable music players.
- Sealed envelopes or packages
- Cigarettes / cigars / match boxes / lighters
- Any sharp object such as a pair of scissors, pen knives or nail filers

VFS OFFICE ADDRESSES ARE LISTED BELOW:

Mumbai

Tirupati Apartments
Basement 3A
Bhulabhai Desai Road
Opposite Mahalaxmi Temple
Mumbai – 400 026

Ahmedabad

Shri Ambica Mills
Gujarat Chambers Building
Ashram Road
Ahmedabad – 380 009

Pune

106 Sohrab Hall
1st Floor, Sasson Road
Behind Pune Station Junction
Pune – 411 001

Kolkata

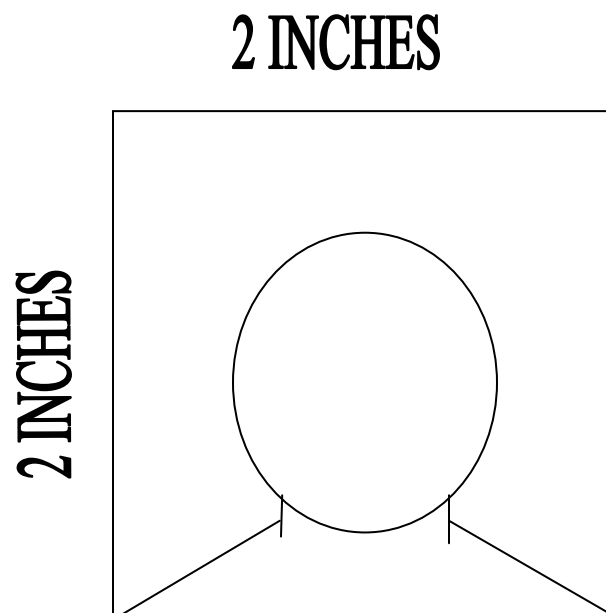
Om Towers, 4TH Floor,
32 Chowringhee Road,
Next to Park Street Metro,
Kolkata – 700 071



PHOTO INSTRUCTIONS FOR IMMIGRANT VISAS

From July 12, 2004, we are going to issue machine-readable visa (MRV) for immigrant visa applicants. You are requested to submit three photographs and make sure that the photograph comply with the following specifications for all applicants:

- The photograph must be an unmounted full-face photo taken within the last six months. The photograph must be full front view, taken facing the camera – no side or angled views are acceptable.
- The photograph should measure 2 inches square (roughly 50 mm square) with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (28 mm and 35 mm) from the bottom of the photo.
- The photograph may either be in color or black and white, but must have only a plain white background. Photos with colored, dark or patterned backgrounds will not be accepted. Photos should be printed without borders.
- For persons wearing glasses, there must be no reflection around the eyes; photos with reflections will not be accepted. Head coverings are acceptable only due to religious beliefs and then only when the applicant's face is completely exposed. Photographs of applicants wearing tribal and other headgear not specifically religious in nature are not acceptable. Also photographs of military, airline and other personnel in uniforms are not acceptable.





PASSPORT POLICE CERTIFICATES

Each applicant aged 16 years or older must submit a police certificate that includes information regarding the applicant, including all arrests, the reason for the arrest(s) and the disposition of such cases. The following list explains where applicants must obtain their police certificates.

(A) Indian citizens residing in India: Indian citizens residing in India for six months or more since turning 16 years of age must present Indian police clearance certificates from the local area passport office. This certificate is valid for one year from the date of issuance.

(B) Indian citizens currently residing outside of India: If an Indian citizen who has lived in India for at least one year after the age of 16 currently resides outside India, he/she must obtain a certificate issued by the Indian Embassy or Consulate where he/she lives. This certificate is valid for one year from the date of issuance.

(C) Non-Indian citizens residing in India: Non-Indian immigrant visa applicants residing in India should obtain police certificates from the district police station serving their area of residence. This certificate is valid for one year from the date of issuance.

(D) Indian and Non-Indian citizens who have resided outside of India: Applicants who have resided in any other country for one year or more after the age of 16 may be required to submit police certificates for the other country. Applicants may inquire with our Immigrant Visa Unit regarding police certificates for these countries, by email at: mumbaiiv@state.gov. Applicants may also check the visa reciprocity table at www.travel.state.gov. Please note that U.S. police certificates are not required for applicants who have lived in the United States.

DEPORTATION: Any applicant who has been deported from the United States must submit all documents relating to the matter.

PRISON RECORDS: Applicants who have been convicted of a crime must submit court records, prison records, records regarding the disposition of the case and any additional information regarding the crime, regardless of the fact that he/she may have subsequently benefited from an amnesty, pardon or other act of clemency.

MILITARY RECORDS: Applicants who have served in the military must submit certified copy of any military record. The record should contain a complete record of the applicant's service and conduct while in service. It must show any conviction of crime before a military tribunal. A discharge certificate is required upon discharge, retirement, or resignation from military service.

NOTE: *Each applicant will need to bring the Interview letter provided by the National Visa Center in order to request the Passport Office Police Certificate from the Passport Office.*